



JOB OPENING

POSITION : ACCOUNTANT I
FORMER INCUMBENT : MAE ANN M. GUIDES
ITEM NUMBER : TESDAB-A1-97-2017
OFFICE : DAVAO ORIENTAL POLYTECHNIC INSTITUTE
SALARY GRADE : 12
SALARY : Php 29,165.00 PERA: Php 2,000.00

THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- 15% Reviews and certifies the disbursements made by the school as to completeness and availability of cash, and the purchase of goods or services as to the availability of funds;
- 15% Prepares and submits the required financial reports and statements and other report requirements to the Commission on Audit (COA), Department of Budget and Management (DBM), Bureau of Internal Revenue (BIR) and other partner agencies;
- 10% Maintains and updates the accounting records of all funds of the school;
- 10% Implements and reviews the application of COA accounting and auditing/DBM/BIR and other government rules and regulations in all financial transactions and ensures the compliance thereof;
- 10% Coordinates with the Regional Office and Provincial Office, and other government agencies and offices on accounting concerns;
- 10% Implements the Quality Assurance (QA) system and procedures for disbursements and financial reports to standardize the proper accounting, correct, complete and timely recording of government financial transactions and production and accurate and relevant reports;
- 10% Maintains and updates the accounting records of all funds of the institution;
- 10% Provides recommendations on proper utilization of all funds at the institutional level; and
- 10% Performs other related functions.

JOB QUALIFICATION OF THE HIREE:

Education : Bachelor's Degree in Commerce/Business Administration major in Accounting
Experience : None required
Training : None required
Eligibility : RA 1080 (CPA)

SPECIAL QUALIFICATION:

- Oral and Written Communication Skills
- Good interpersonal relationship and work attitude
- Patient, diligent, hardworking
- Knowledge of MS Office Applications



All interested applicants must submit their application together with the following documents to <https://bit.ly/TESDAOnlineRecruitmentForm> not later than **December 31, 2023**:

- Intent Letter indicating the position, office where the vacancy exists and its Item Number
- Duly accomplished Personal Data Sheet (printed in legal size paper) subscribed and sworn to with Work Experience Sheet (CSC Form 212 Revised 2017);
- Service Records for *TESDA* applicants or applicants from other government agencies OR Certificate/s of Employment for outside applicants;
- List of training programs attended indicating the no. of training hours together with the certified photocopies of training certificates;
- Performance Evaluation System (PES) Ratings for Calendar Year 2022 for outside applicants OR CESPES Ratings for CY 2022 OR Individual Performance Commitment Review (IPCR) ratings for July to December 2022 and January to June 2023 (with at least Very Satisfactory Rating) for *TESDA* applicants or applicants from other government agencies;
- Copy of the previous appointment for *TESDA* applicants or applicants from other government agencies;
- Accomplishments/Achievements done during the last three (3) years to be endorsed by the Head of Office;
- List of at least five (5) references with complete contact details and email addresses for the following categories:
 - Superior
 - Peers
 - Subordinates (if applicable)
 - Clients (if applicable)
- Certified true copy of the transcript of records/diploma;
- Authenticated copy of Eligibility by CSC or PRC;
- Photocopy of National Certificate (NC) II (applicable for a teaching position);
- Photocopy of National TVET Trainer Certificate (NTTC) (applicable for a teaching position);
- Awards related to Performance (proof of evidences in the form of citation, medal, plaque, for awards/rewards received) (if applicable);
- Expert Services (Resource Person/Speaker/Moderator/Panelist) (if applicable);
- Committees/ TWGs Participation (proof of evidence in the form of a memorandum, office order, and/or certification/certificates) (if applicable);

This Office highly encourages all interested and qualified applicants, including Persons With Disabilities (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity, and expression (SOGIE), to apply.

Failure to complete the submission of the above documents within the set deadline shall mean disinterest to vie for the position paving the way for non-inclusion in the deliberation process.


ASHARY A. BANTO
Regional Director, TESDA XI

Publication Date: December 21, 2023